

SAN MATEO COUNTY LAW LIBRARY
710 Hamilton Street
Redwood City, CA 94063
650-363-4913
www.smclawlibrary.org

February 18, 2021

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: 710 Hamilton Street, Redwood City

Hybrid ZOOM Session Meeting ID: 233 094 3330

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Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.

Members of the public may be heard on any item on the Agenda. Persons addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item on the agenda during discussion of the item.

UPDATE: Assembly Bill ("AB") 361, signed into law on September 16, 2021, amends Government Code section 54953 to provide authority and specific requirements for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.).

*To continue with AB 361 virtual meetings, the public agency must reconsider the circumstances of the emergency **every 30 days** and determine that either the state of emergency continues to directly impact the ability of the members to meet safely in person; or, state or local officials continue to impose or recommend measures to promote social distancing. These findings must be made by majority vote. Gov. Code § 54953(e)(3).*

Gov. Code § 54953(e)(1) provides that a local agency may use teleconferencing [audio, video or both] in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B) that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

THURSDAY, February 24, 2022, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the January 21, 2022 meeting (*page 3-4*)
 - c. Acceptance of Report of Expenses for Period 7 (January) FY21-22
 - d. Discussion/Informational Updates and Policy Decisions:
 - Board of Trustees meeting emergency policies
 - County mask mandate and adjusted library policies
 - Schwab investment proposal vote
 - Form 700
 - New website launched
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association with Constantine Tsagaris
 - f. Public open comment.
3. ADJOURNMENT

2022 MEETING SCHEDULE
NEXT MEETING: March 24, 2021

Mark Your Calendar!

2022 San Mateo County Law Library Board of Trustees Meeting Schedule:

- March 24, 2022
- April 28, 2022
- May 26, 2022
- June 23, 2022
- August 25, 2022
- September 2022
- October 27, 2022
- December 8, 2022

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$41,370.07
	Interest		\$2,107.85
	Credits/Refunds		\$365.40
	Other		\$0.00
	Subtotal:		
CitiBank	Photocopier		\$54.00
	Computer Printing		\$48.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$25.00
	MCLE Tape Circulation		\$10.00
	24-hour Material Circulation		\$30.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$0.00
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$60.00
	Transfers		\$0.00
	Square Transactions		\$61.20
	Other		\$0.00
Subtotal:			\$288.20
Total Monthly Income:			\$44,131.52

Income Category	January Income	YTD Income	Budgeted YTD	Fiscal Year Budget
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)				
Filing Fees	\$41,370.07	\$293,731.10	\$294,000.00	\$504,000.00
Interest	\$2,107.85	\$4,744.40	\$4,958.33	\$8,500.00
Credits/Refunds	\$365.40	\$2,136.20	\$2,508.33	\$4,300.00
Other	\$0.00	\$274,687.78	\$164,091.67	\$281,300.00
Subtotal:	\$43,843.32	\$575,299.48	\$465,558.33	\$798,100.00
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)				
Photocopier	\$54.00	\$740.05	\$87.50	\$150.00
Computer Printing	\$48.00	\$480.95	\$408.33	\$700.00
Conference Room Rental	\$0.00	\$265.00	\$583.33	\$1,000.00
Deed Form Sales	\$25.00	\$263.50	\$145.83	\$250.00
MCLE Tape Circulation	\$10.00	\$70.00	\$0.00	\$0.00
24-hour Material Circulation	\$30.00	\$424.00	\$583.33	\$1,000.00
Extra Computer Time	\$0.00	\$5.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$2,177.41	\$2,916.67	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$60.00	\$130.00	\$11.67	\$20.00
Transfers	\$0.00	\$69.42	\$0.00	\$0.00
Square Transactions	\$61.20	\$848.22	\$87.50	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$288.20	\$5,473.55	\$4,824.17	\$8,270.00
TOTAL:	\$44,131.52	\$580,773.03	\$470,382.50	\$806,370.00

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	13757	CalPERS		\$646.91
	13758	CalPERS		\$646.91
	13759	CalPERS		\$419.17
	13760	CalPERS		\$419.17
	13761	Cubing, Ino		\$712.50
	13762	James Publication		\$207.66
	13769	Lexis (Advance)		\$3,650.00
	13763	Lexis (Matthew Bender)		\$2,868.52
	13764	Office Depot		\$241.79
	13766	UC Regents (CEB)		\$2,577.06
	13765	UC Regents (CEB)		\$4,907.00
	13766	Wolters Kluwer		\$508.72
	13767	West Group (Thomson Reuters)		\$2,939.06
	13768	Xerox		\$208.68
	13779a	SMC Automation Services Fee		\$24.55
	13779b	SMC Telephone Services Fee		\$13.23
	13779c	SMC Software License Fee		\$201.00
	CB144	Cal. Court Association	Family Law CD	\$54.00
	CB145	Joe Kirby	Ck. #284 / security alarm service installation	\$289.50
	CB146	Bloomsbury.com	The Least of Us books	\$138.45
	CB147	USPS	2nd shipment of books to Ventura Cty Law Library	\$140.45
	CB148	Service charge		\$27.58
	CB149	Vanessa Jimenez	Ck. #287 / bilingual services	\$692.50
	CB150	Starbucks		\$5.25
	CB151	Cal. Court Association	Unlawful Detainer CD	\$54.00
	CB152	Cal. Court Association	Small Claims CD	\$54.00
	CB153	Cal. Chamber of Commerce	2022 Fed. Labor Poster	\$40.75
	CB154	AT&T		\$80.25
	CB155	Wall Street Journal	monthly subscription	\$15.15
	CB156	SJ Mercury News	monthly subscription	\$15.65
CB157	CVS	Board meeting cultery	\$25.85	
CB158	Broadway Sandwich Market	Board catering	\$63.70	
Subtotal:				\$22,889.01
Payroll & Benefits	13770	Blake, Larry		\$184.00
	13771	Bracco, Caroline		\$7,460.80
	13772	Brill, Margaret Ruth		\$1,496.00
	13773	Conventiti, Antonella		\$5,846.40
	13774	Gurthet, Andrew		\$2,560.00
	13775	Woods, Marcia		\$1,452.00
	13776	Medicare & FICA		\$626.44
	13777	Active Employee Benefits		\$900.30
	13778	Retired Employee Benefits		\$1,460.64
Subtotal:				\$21,986.58
Total Monthly Expenses:				\$44,875.59

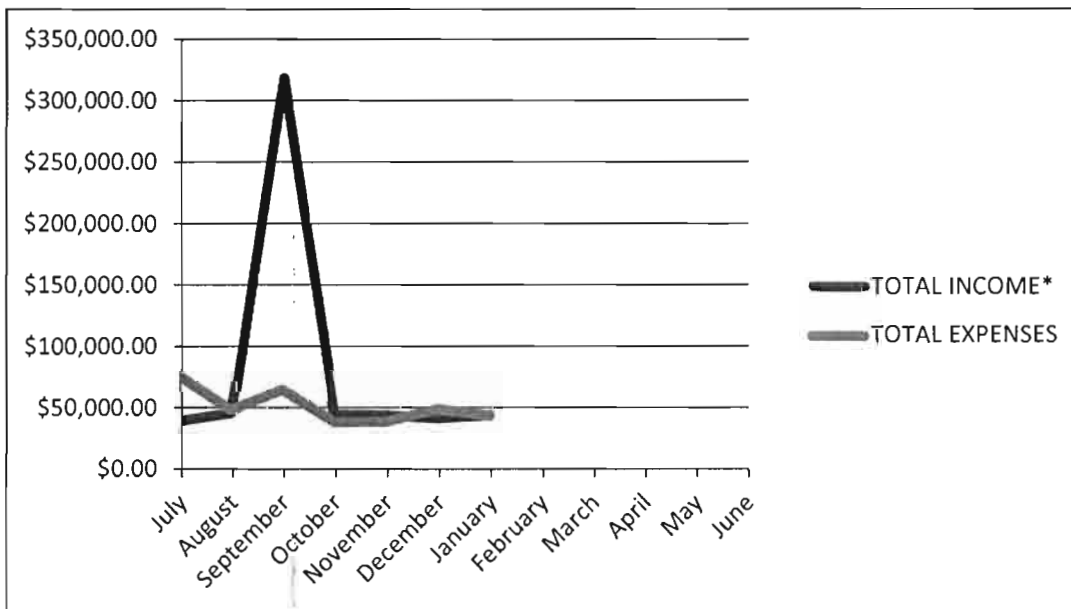
Expense Category	January Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$13,307.20	\$0.00	\$13,307.20	\$102,508.80	\$102,083.33	\$175,000.00
Part time	\$5,692.00	\$0.00	\$5,692.00	\$47,903.00	\$46,666.67	\$80,000.00
Subtotal :	\$18,999.20	\$0.00	\$18,999.20	\$150,411.80	\$148,750.00	\$255,000.00
BENEFITS						
CalPERS Retirement	\$2,132.16	\$0.00	\$2,132.16	\$16,364.39	\$14,991.67	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$27,125.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$626.44	\$0.00	\$626.44	\$6,378.91	\$3,500.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$12,483.33	\$21,400.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$6,304.98	\$6,416.67	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$10,120.26	\$11,666.67	\$20,000.00
Subtotal :	\$5,119.54	\$0.00	\$5,119.54	\$106,516.37	\$76,183.33	\$130,600.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,166.67	\$2,000.00
Print Resources	\$9,101.02	\$30.80	\$9,131.82	\$58,983.95	\$62,125.00	\$106,500.00
Electronic Resources	\$8,557.00	\$162.00	\$8,719.00	\$29,123.88	\$29,166.67	\$50,000.00
Subtotal :	\$17,658.02	\$192.80	\$17,850.82	\$88,107.83	\$92,458.33	\$158,500.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$3,947.00	\$4,375.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$1,252.08	\$1,516.67	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$241.79	\$25.85	\$267.64	\$678.80	\$1,050.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$63.70	\$63.70	\$272.64	\$583.33	\$1,000.00
Tech Support	\$712.50	\$0.00	\$712.50	\$5,460.96	\$4,666.67	\$8,000.00
Support Software	\$201.00	\$0.00	\$201.00	\$1,791.98	\$2,333.33	\$4,000.00
Building Maintenance	\$0.00	\$330.25	\$330.25	\$4,377.76	\$2,333.33	\$4,000.00
Services	\$0.00	\$692.50	\$692.50	\$2,792.50	\$11,958.33	\$20,500.00
Educational/Professional	\$0.00	\$138.45	\$138.45	\$138.45	\$291.67	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$341.00	\$466.67	\$800.00
Telecommunications	\$37.78	\$80.25	\$118.03	\$826.21	\$1,166.67	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00	\$1,500.00
Promotional	\$0.00	\$5.25	\$5.25	\$5.25	\$116.67	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$27.58	\$27.58	\$203.09	\$221.67	\$380.00
Miscellaneous	\$0.00	\$140.45	\$140.45	\$1,498.25	\$700.00	\$1,200.00
Subtotal :	\$1,401.75	\$1,504.28	\$2,906.03	\$23,585.97	\$32,655.00	\$55,980.00
TOTAL:	\$43,178.51	\$1,697.08	\$44,875.59	\$368,621.97	\$350,046.67	\$600,080.00

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August	\$45,403.71	\$47,973.81	\$704,567.79
September	\$318,121.63	\$64,507.51	\$958,181.91
October	\$44,145.18	\$38,096.35	\$964,230.74
November	\$43,609.13	\$38,327.34	\$969,512.53
December	\$41,076.30	\$48,785.27	\$961,803.56
January	\$43,843.32	\$43,178.51	\$962,468.37
February			
March			
April			
May			
June			
TOTALS	\$575,299.48	\$356,100.96	

YTD Difference	\$219,198.52
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* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE	
		Beginning Balance 7/1/2021:		\$28,158.35	
		Beginning Balance 1/1/2022:		\$23,008.81	
JANUARY					
1/5/2022	Cal. Court Association (Family Law CD)	\$54.00		\$22,954.81	
1/5/2022	Joe Kirby (Ck. #284 / security alarm service installation)	\$289.50		\$22,665.31	
1/6/2022	Bloomsbury.com (The Least of Us books)	\$138.45		\$22,526.86	
1/6/2022	USPS (2nd shipment of books to Ventura Cty Law Library)	\$140.45		\$22,386.41	
1/10/2022	Service charge	\$27.58		\$22,358.83	
1/12/2022	Square (patron printing)		\$21.08	\$22,379.91	
1/14/2022	Square (patron printing)		\$6.23	\$22,386.14	
1/4/2022	Vanessa Jimenez (Ck. #287 / bilingual services)	\$692.50		\$21,693.64	
1/14/2022	Starbucks (library meeting)	\$5.25		\$21,688.39	
1/18/2022	Cal. Court Association (Unlawful Detainer CD)	\$54.00		\$21,634.39	
1/18/2022	Cal. Court Association (Small Claims CD)	\$54.00		\$21,580.39	
1/19/2022	Cal. Chamber of Commerce (2022 Fed. Labor Poster)	\$40.75		\$21,539.64	
1/19/2022	AT&T	\$80.25		\$21,459.39	
1/20/2022	Square (patron printing)		\$33.89	\$21,493.28	
1/24/2022	Wall Street Journal (monthly subscription)	\$15.15		\$21,478.13	
1/24/2022	SJ Mercury News (monthly subscription)	\$15.65		\$21,462.48	
1/26/2022	CVS (Board meeting cultery)	\$25.85		\$21,436.63	
1/31/2022	Broadway Sandwich Market (Board catering)	\$63.70		\$21,372.93	
1/31/2022	Library Monthly Deposit		\$227.00	\$21,599.93	
TOTALS:		\$1,697.08	\$288.20		
				Ending Balance 1/31/22:	\$21,599.93
				Monthly Difference:	-1,408.88
				YTD Difference:	-6,558.42